

CONFIDENTIAL
50673: CIA-RDP78

DATE: 1 May 1951

2. This memorandum will be a recapitulation to date of our pending requests for T/O amendments requested since 9 March 1951:

Travel Branch:


Shipping Branch:

BUILDING MAINTENANCE AND UTILITIES DIVISION:

Telephone Branch:

GENERAL SERVICES DIVISION:

It is requested that [] positions be added and that this Branch be reorganized to consist of two Sections, indicated as follows:

Approved class. & Wage

 5/2/87 25X

10070 30710 770 700 18 NO CHANGE
IN CLASSIFICATION CLASS CHANGED TO: IS S C SET. JUSTS. 22
NEXT REVIEW DATE 1/1/84 [] TYPE DOC. 02
NO. PGS. 3 CREATION DATE 1/1/79 ORG COMP. 3 OF 32 ORG CLASS C
REV CLASS C REV COORD. AUTH: HR 703 2

05/06/13 10:41 RDP/8

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<u>Title</u>	<u>Grade</u>	<u>Present Authorized T/O</u>	<u>Additional Positions Required</u>	<u>Total Requested T/O</u>
<u>OFFICE OF THE CHIEF</u>				
Chief	GS-12			
Tabulation Project Planner	GS-11			
Tabulation Project Planner	GS-9			
<u>CONTROL AND CODING SECTION</u>				
Stat. Coding Supervisor	GS-7			
Stat. Coding Clerk	GS-5			
Stat. Coding Clerk	GS-4			
Clerk	GS-3			
Clerk-typist	GS-3			
<u>MACHINE OPERATIONS SECTION</u>				
Section Supervisor	GS-7			
Tab. Machine Supvr.	GS-7			
Card Punch Supervisor	GS-5			
Card Punch Operator	GS-4			
Card Punch Operator	GS-3			
Tabulating Machine Operation Supervisor	GS-5			
Tabulating Machine Operator	GS-4			
Tabulating Machine Operator	GS-3			

25X1

3. The above results in the addition of ☐ positions. The proposed T/O for the Reproduction Division, which will include the printing facility, was submitted with my memorandum dated 17 April 1951, which included the addition of a total of ☐ positions -- ☐ for expansion of present reproduction facilities and ☐ printing personnel. Requests for the addition of ☐ in Real Estate and Construction Division and ☐ in the Records Management and Distribution Branch, General Services Division are being submitted separately. These, together with the ☐ positions listed above will result in an overall increase in the Administrative Services T/O of ☐ positions distributed as follows:

25X1

25X1

25X1

25X1

25X1

Office of the Chief
Real Estate and Construction Division
Transportation Division
Reproduction Division
Bldg. Maintenance & Utilities Division
General Services Division

Present T/O Increase Proposed T/O

25X1

25X1

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